User Manual –RxNexGen.com

Your Healthcare Companion

This document is meant to doctors who are new to www.rxnexgen.com and need to understand basic features of application and how to effectively use to add value in patient's healthcare process. **For any additional query, call on +91-7530990097**

01-01-2013

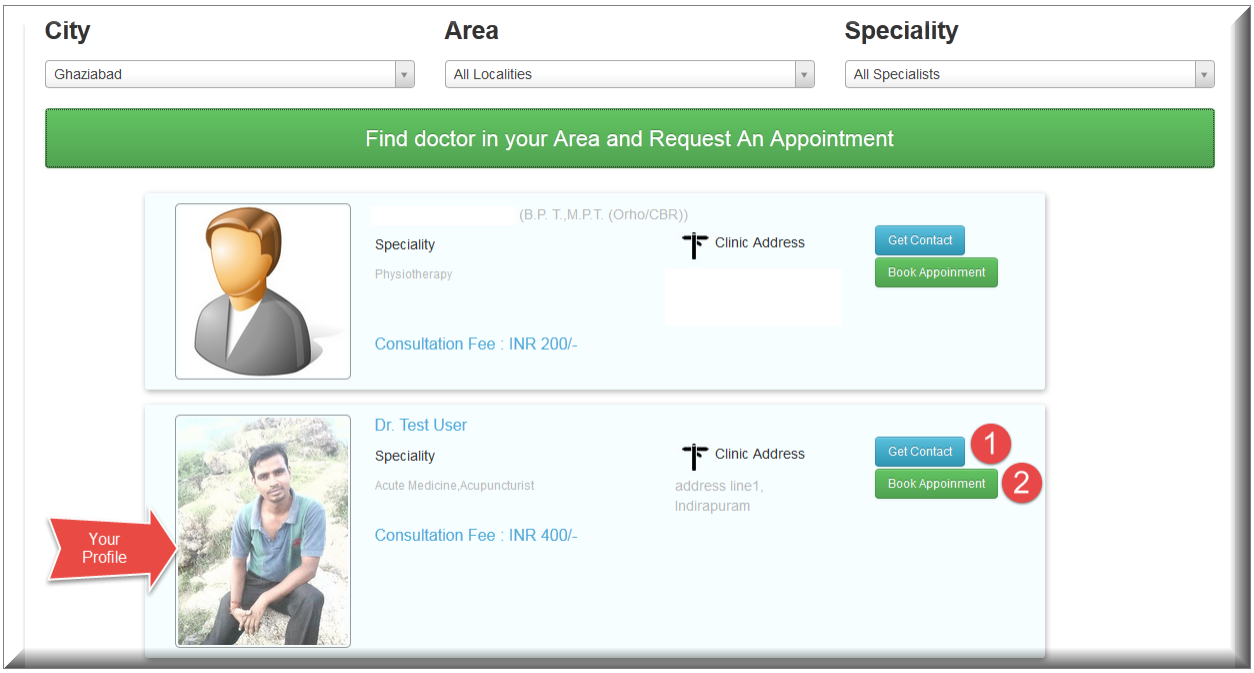
Main Features of WWW.RXNEXGEN.COM

1. Profile Search and Online Appointment Booking 2
2. Manage Patients Records 4
3. Vaccination Chart 7
4. Appointment Scheduling 10
5. Billing and Payment 15
6. Manage Team/Consultants 20
7. Manage Practice –..... 21
8. Manage Staff 22
9. e-Prescription 23
10. Manage Preferences 24

COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

1. *Profile Search and Online Appointment Booking*

- Once your profile is approved after verification (SMS confirmation of activation will be sent), add your **Clinic/Hospital and Qualification** details after login into the system. After above step your profile start coming in search results of RxNexGen portal and you will be reachable to entire world!!

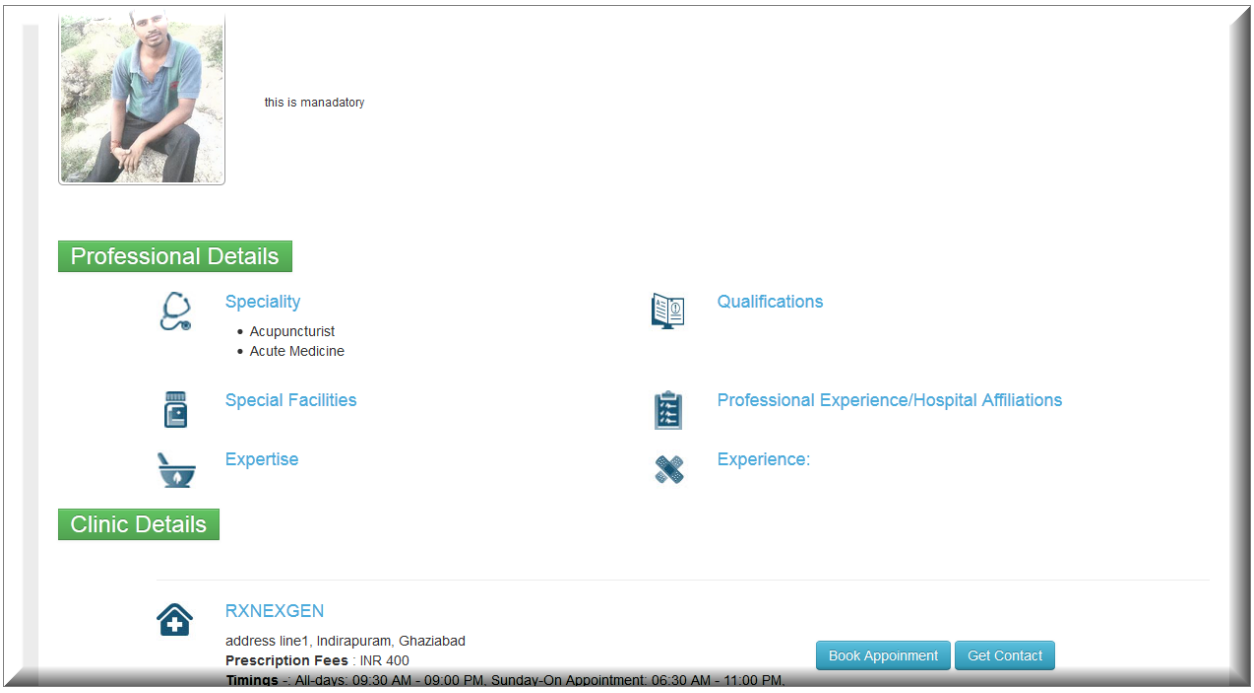


1	A patient can request details of your Clinic/Hospital by clicking on "Get Contact". SMS *"Doctor's details – Dr. Test User, Contact No. : 8888888888,Facility Name: Dr. RXNEXGEN Clinic .From rxnexgen.com"*
2	A patient can request appointment- SMS *"Dear Dr. Test User,Thanks for booking appointment. You will be updated when appointment will be confirmed by your doctor. From rxnexgen.com"*

COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

	"Hello Dr. Test Doctor, Patient Name-Contact-No. has booked appointment with you from www.rxnexgen.com at Date-Time.Please confirm appointment by login using your credentials."

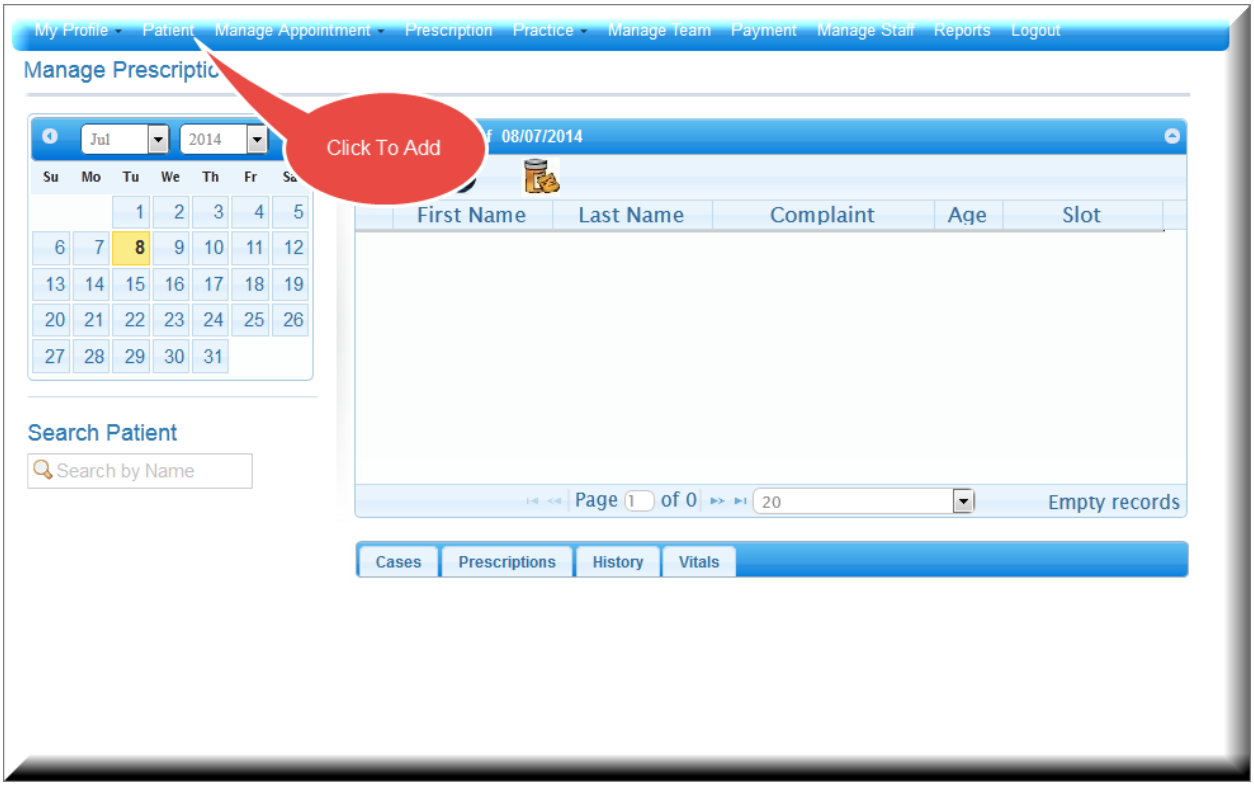
- **Doctor's Personal Public Profile page over the internet**. To keep this page up-to-date, login into application using your credential and Update your **Professional Profile** in details. This is most important part for attracting a patient.



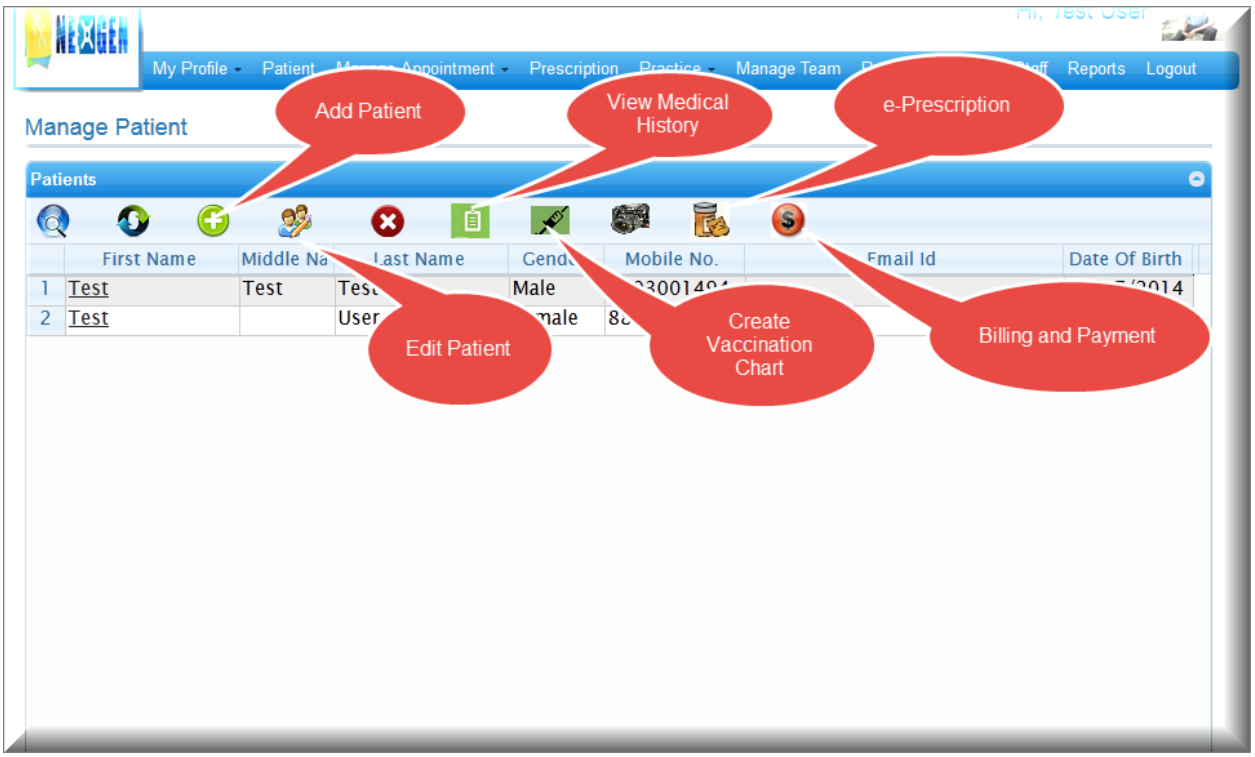
COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

2. *Manage Patients Records*

- **Add Patients – First step to use this application is to add patients in the system. Follow below images to add patients.**



COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.



Feature	Description
Search Patient	To Search all added patients by Name, Mobile Number, Email Etc.
Reload Data	*Refresh Patients data in Grid View*
Add Patient	*Click to Add Patient.* *Welcome SMS message to Patient's –* *Hi TestUser, Thanks for visiting Dr. Name Clinic-Name.Please visit rxnexgen.com with reg. code 30309 for health profile maintenance.*

COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

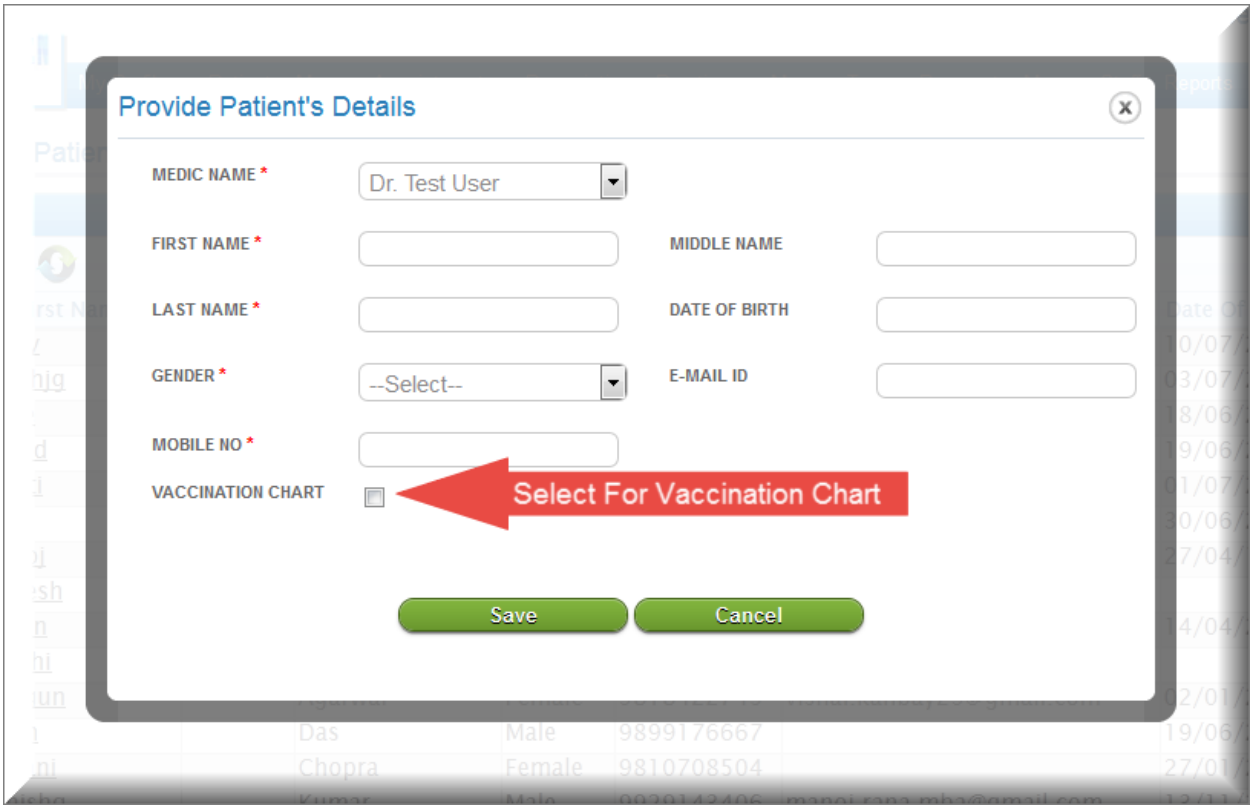
	A B'day greet message if Patient's no is not in DND and if you have opted for same using your manage preferences. *"*Happy Birthday to you Dear Tanvi Jain. We hope that the new years of your life will bring more possibility.From Dr. (Prof.) Rajnish K. Jain.rxnexgen.com*"*
Edit Patient	*Edit patients details*
Delete Patient	*Delete patients if you need to do so.*
View Medical History	*If you are using e-Prescription (a feature of application, details provided later in this document), you can view patients medical history.*
Create Vaccination Chart	*If patient is infant, and if vaccination facility is available at your clinic, select a patient and create vaccination chart. Automatic Vaccination Reminders will be sent to patients –* *Vaccination Reminder* *"*Dear Raj, Vaccine OPV2+IPV2(Polio),DTP-2,HIB-2,PCV-2,Rotavirus-2 is due on 10/07/2014 to be administered by Dr. Subhash Wadhawan.From rxnexgen.com*"* *SMS to doctor Weekly* Hello,Dr. Shuchi Thakur,Today you have 1 vaccination patients next week.Details of all apts have been sent on your registered email address. Team RxNexGen
Click Patient Picture	*If you want to take picture of patients using webcam to keep as a record.*
e-Prescription	*Select a patient and click to generate e-Prescription.*

COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

Billing and Payment (easy billing)	*Select a patient and click to Manage Medical Case Billing. Payment Due reminder can be sent by SMS* *SMS to patients –* *"*Dear Test Patient, This is a gentle reminder for due amt. of 3000.00 Rs. for your treatment treatment with Dr. Test Dcotor of clinic Test Clinic . Please pay your dues as soon as possible on your next visit to clinic. If you have already paid, please ignore this message. From rxnexgen.com*"*

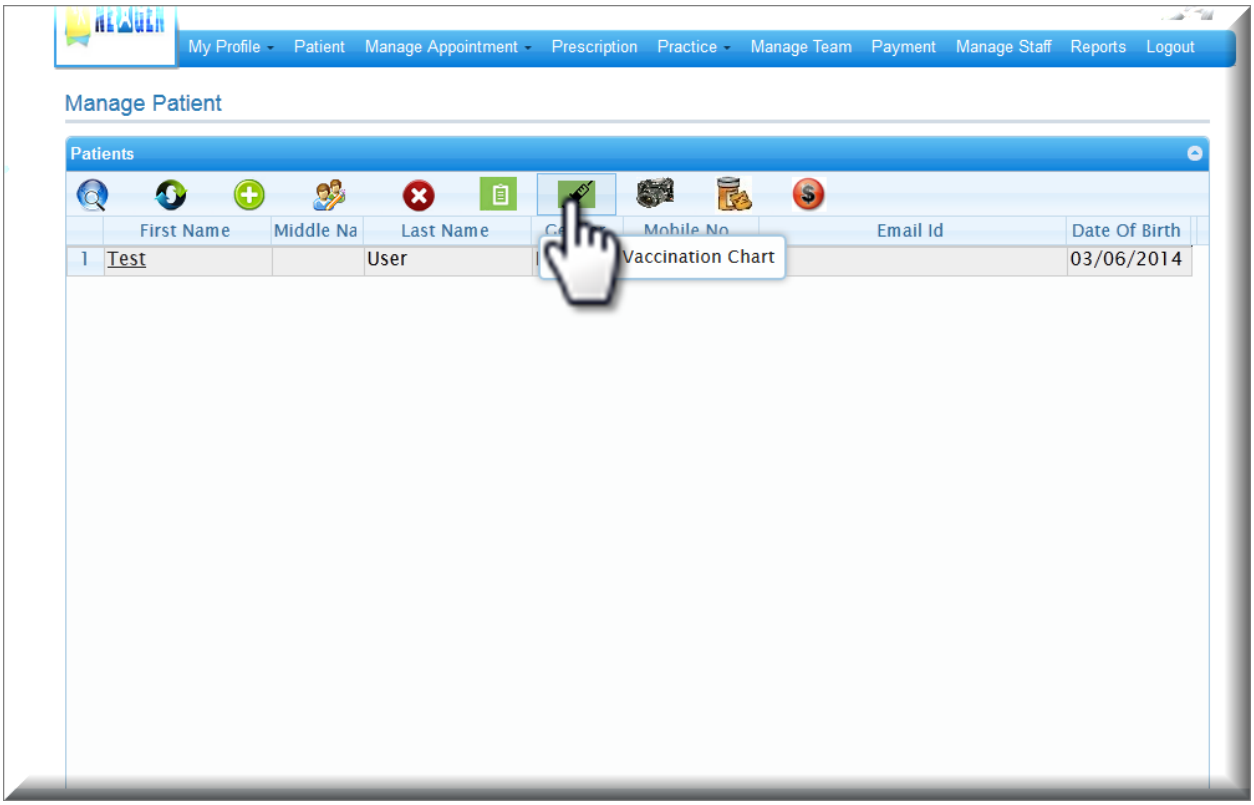
3. *Vaccination Chart*

- When you add a patient, for vaccination chart creation, follow as below -

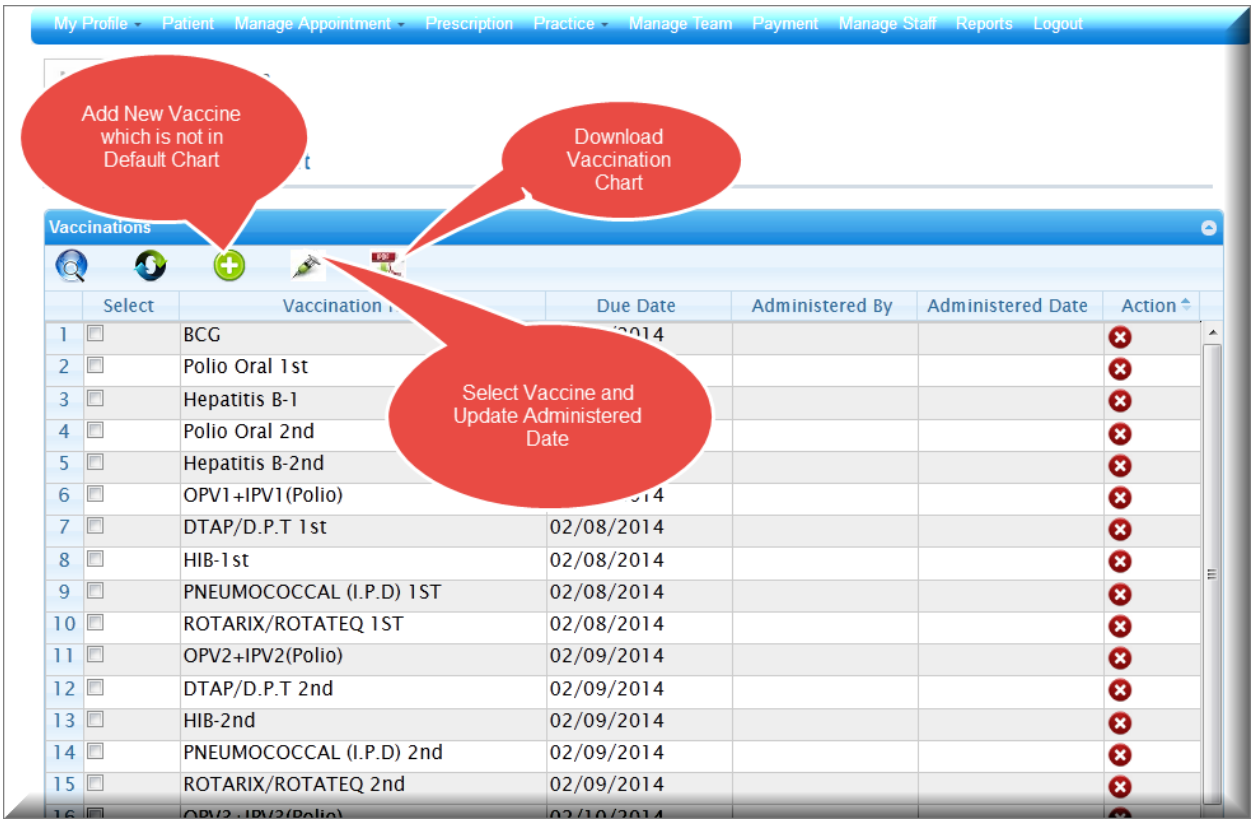


COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

- To view vaccination chart of a patient, select patient and click as shown below -



COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

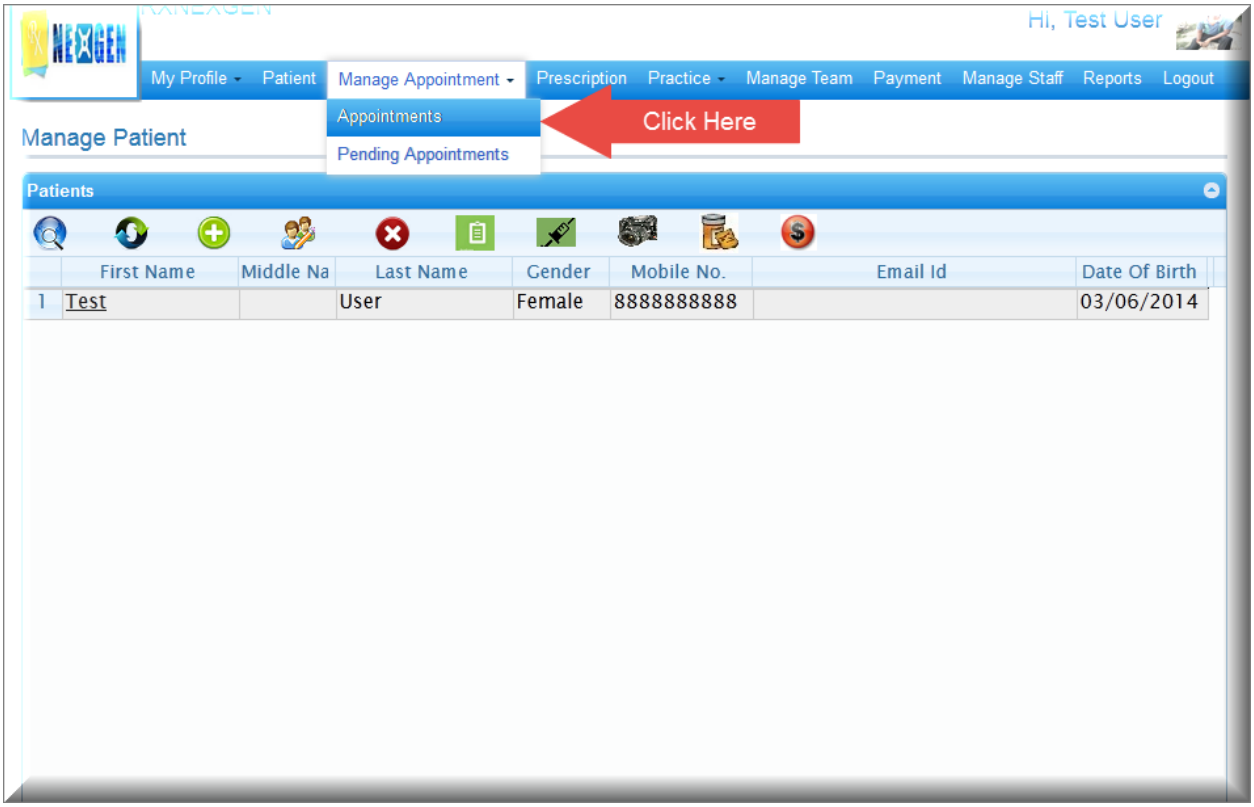


Feature	Description
Add Vaccine	This feature allows adding vaccine, which is not available in default chart.
Edit Vaccine	If vaccination is administered, for record purpose maintain administered date.
Generate PDF Chart	Generate vaccination chart in pdf and print-out can be taken.

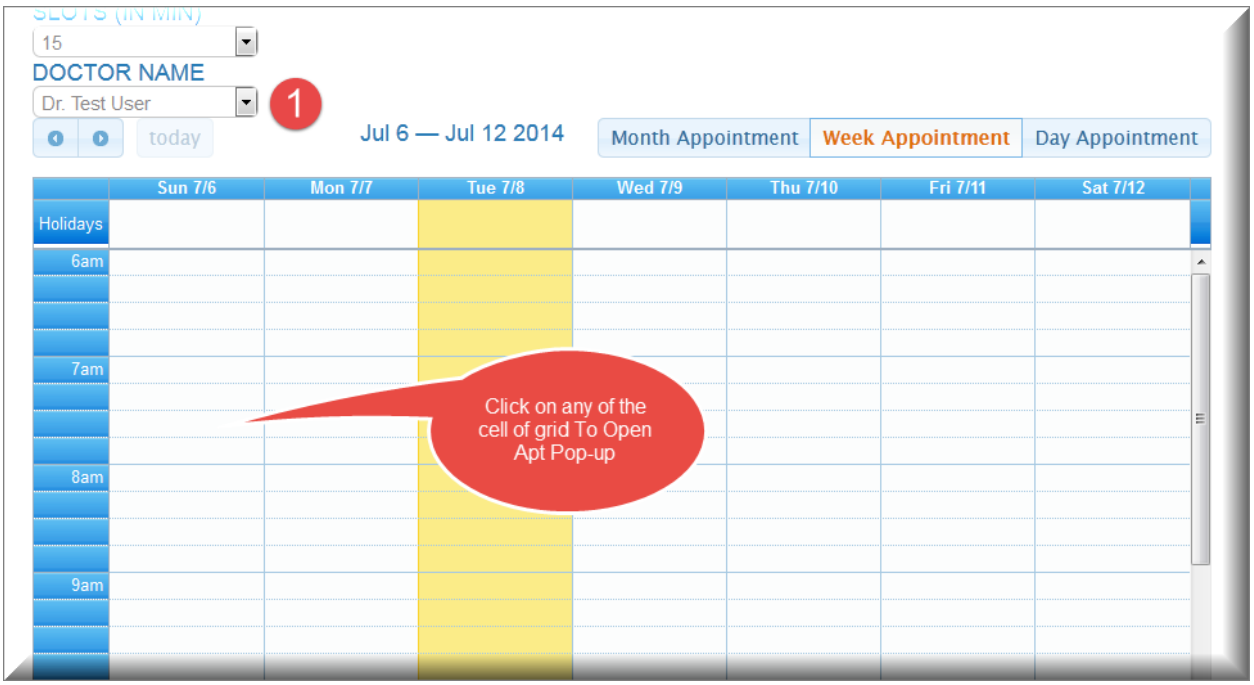
COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

4. *Appointment Scheduling*

- From Top Menu, select appointments as shown below



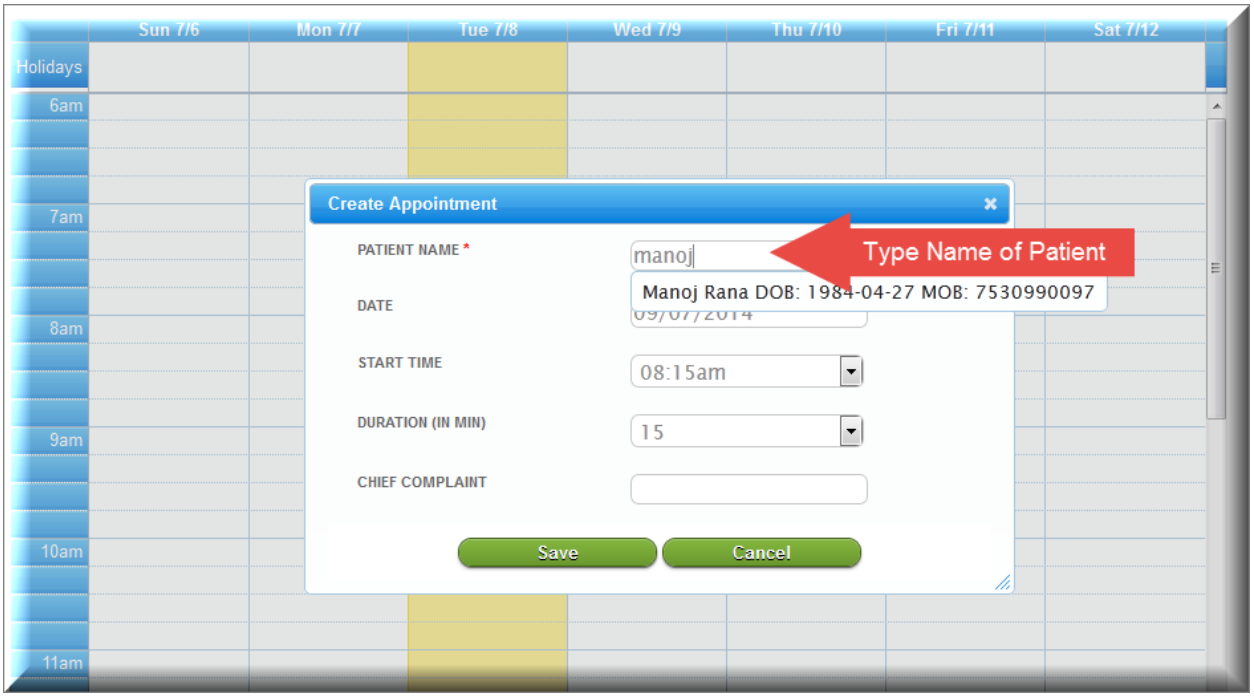
COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.



1	Select for whom out of your team, you need to create appointment. This feature is mainly for Staff/Receptionist who can manage appointment booking for all consultants of your clinic.

COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

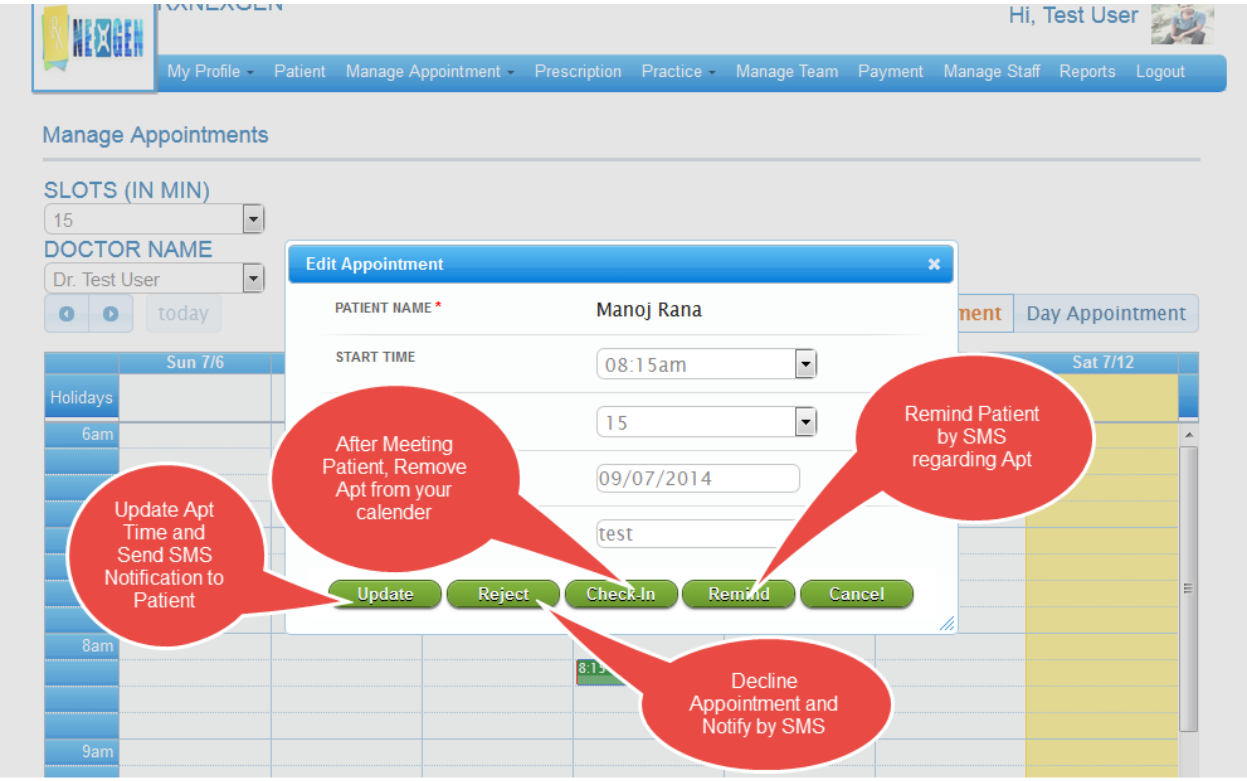
- Create Appointment



On Save	On Booking appointment, following SMS will be sent to Patient, confirming appointment booking. Dear Test Patient, your apt with Dr. Test User is confirmed on 11/07/2014 6:30 PM.Dr contact no. is 8888888888.From rxnexgen.com

COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

- Click on any of the appointment in the calendar and following action can be done -



Feature	Description
Update Appointment Timings	New updated date timing details will be sent to Patient via SMS *"Dear Test Patient,your apt with Dr. Test Doctor is rescheduled on 09/07/2014 10:00 PM. Dr contact no. is 8888888888.From rxnexgen.com"*
Cancel Appointment	A appointment cancellation SMS to patient *"Dear Test Patient, Your apt with Dr. Test Doc of clinic Clinic Name at 08/07/2014*

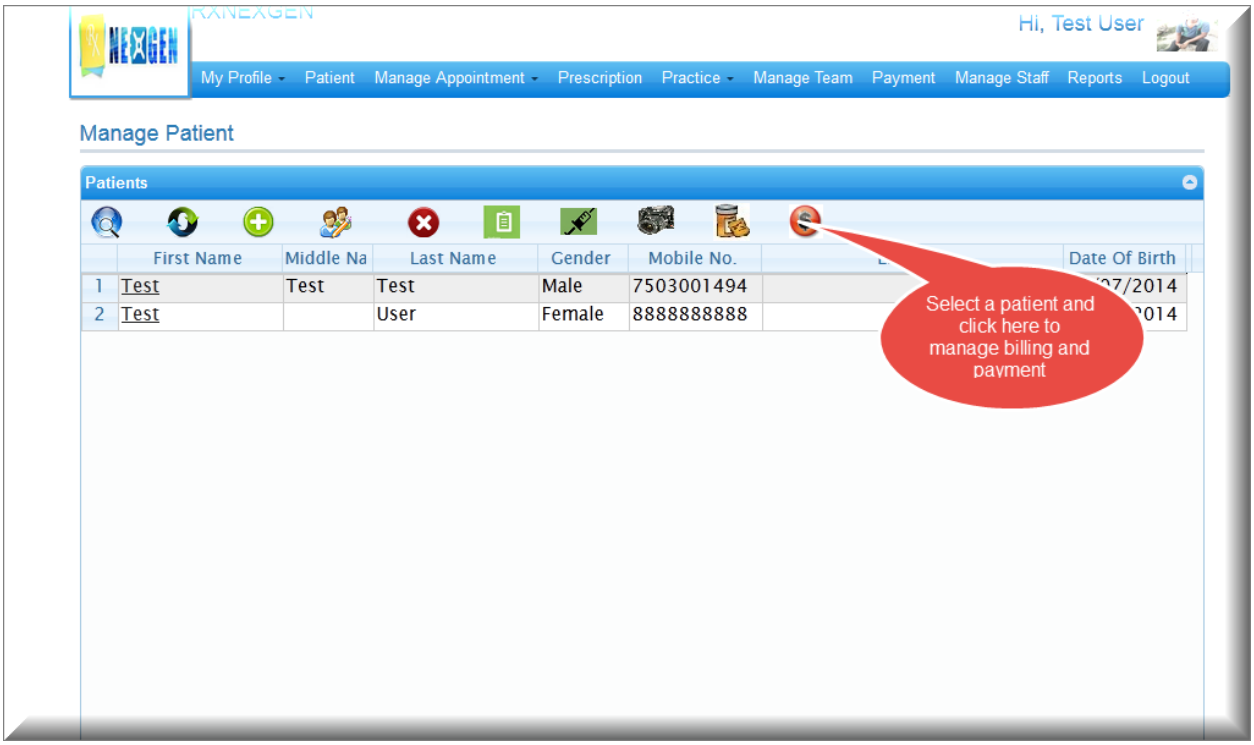
COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

	12:15 PM has been cancelled. Please contact clinic again to get new apt. Team RxNexGen"
Check-In	Mark in the database – successful visit to clinic
Send Reminder	A patients can be manually reminded regarding appointment via SMS – *"Hi Test Patient,Reminder for your apt with Dr. Test Doc at Dr. Test Doctor - 08888888888 on 09/07/2014 6:00 PM.From rxnexgen.com"* *P.S. Also an automatic reminder SMS to all patients is sent one day in advance* *Also daily in the morning, a SMS and Email regarding today's all appointment is sent to Doctor helping in day management –* *SMS to Doctor –* "Hello,Dr. Test Doctor,Today you have 1 appointments.Details of all apts have been sent on your registered email address. Team RxNexGen"
Close	Just close the appointment detail pop-up.

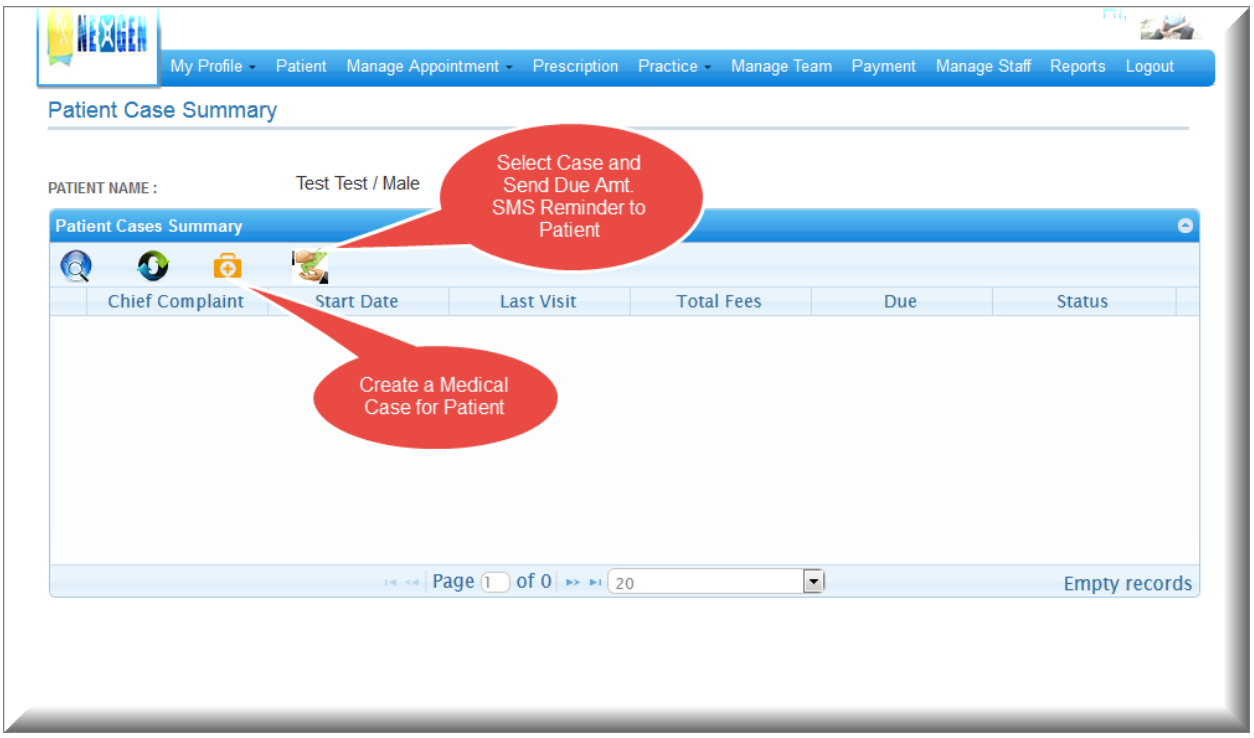
COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

5. *Billing and Payment* –

- This feature is to manage billing and payment of treatment. As a first step, create a case and then add treatments in that case along with estimated cost. A due amount will be displayed for better finance management for each and every case.



COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.



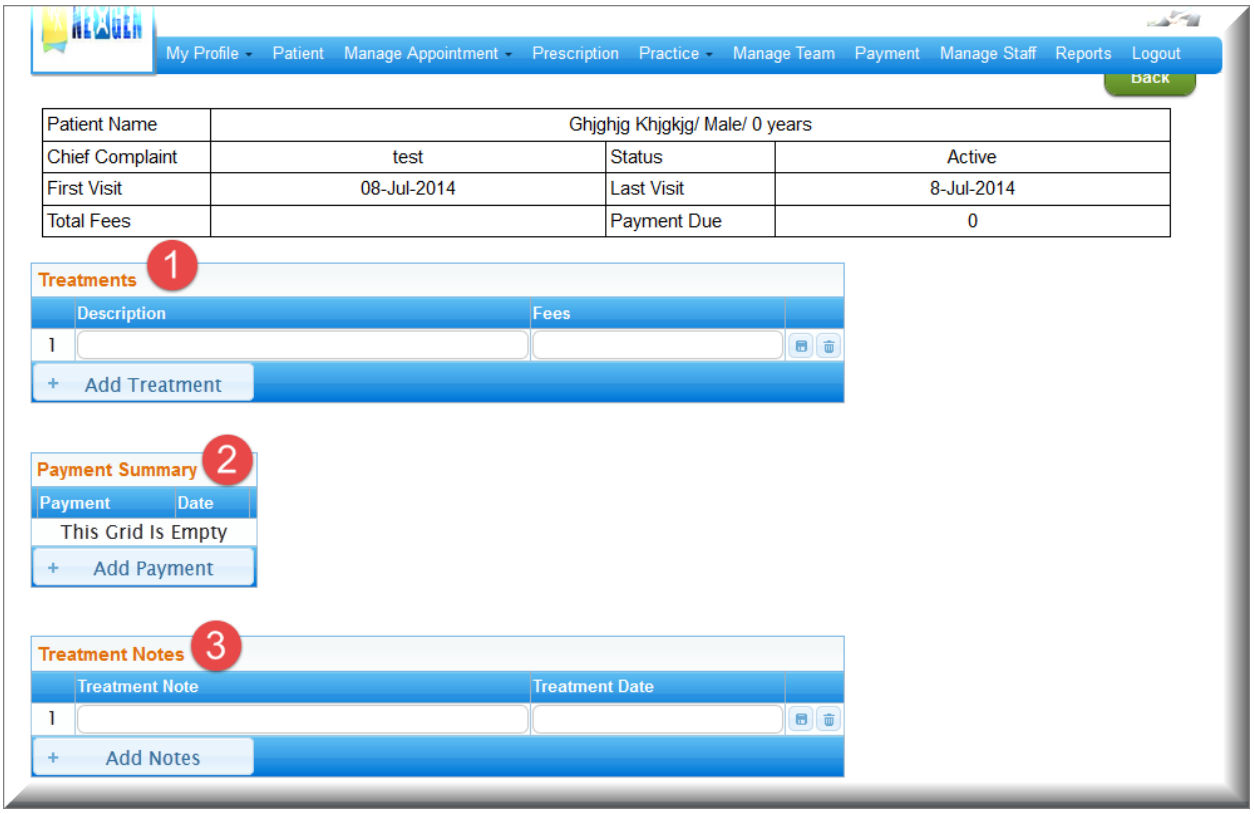
Feature	Description
Create Medical Case for Billing	Open a pop-up to create a case. Once case is created, add treatments and payments against that.
Send Due Amount Reminder to Patient	To Due Amount follow up SMS "Dear Test Patient, This is a gentle reminder for due amt. of 3000.00 Rs. for your treatment with Dr. Test Doc of clinic Dr. Clinic Name. Please pay your dues as soon as possible on your next visit to clinic. If you have already paid, please ignore this message. From rxnexgen.com"

COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

- Add Medical Case for Billing and Payment

- From Patient Case Summary, click on any Case to view Billing and Payment details

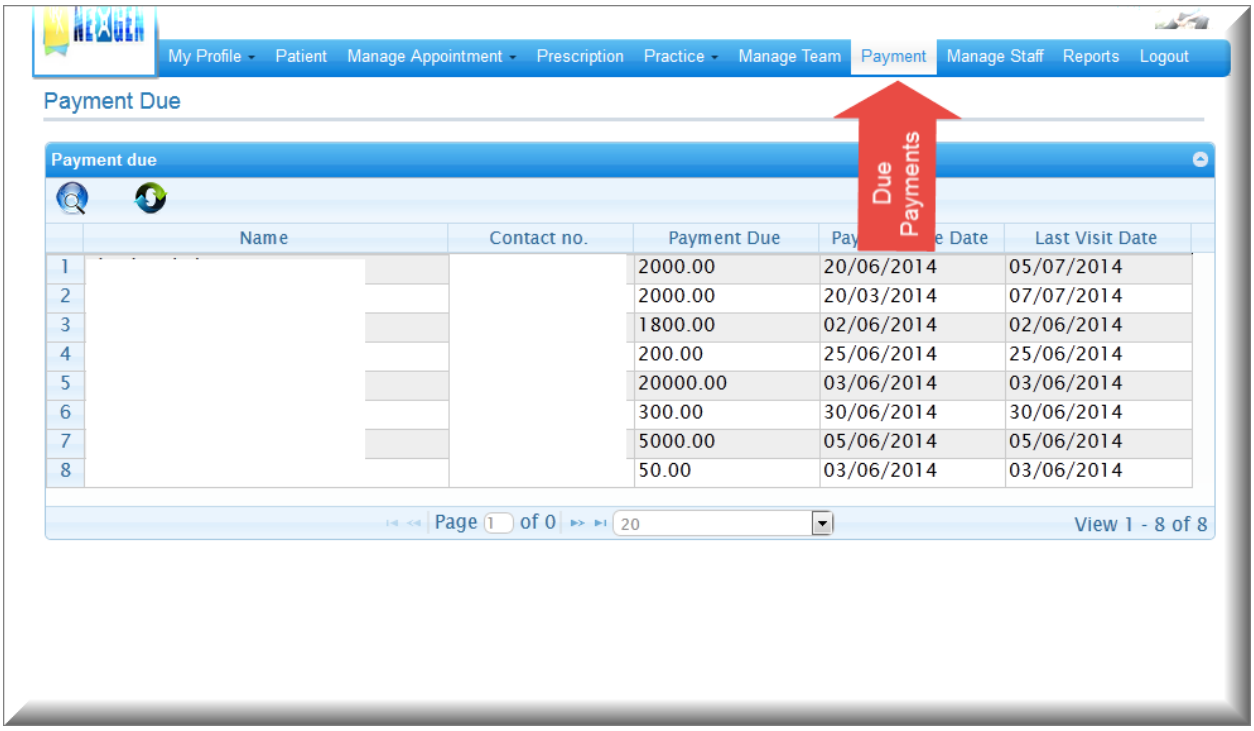
COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.



1	Add 1 or many treatments and estimated cost.
2	Add payment done. A SMS payment receipt will be sent to patient. "Thanks, Test User" we confirm receipts of 1000.00 for RCT treatment from Dr. Doc Name at Clinic Name.

COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

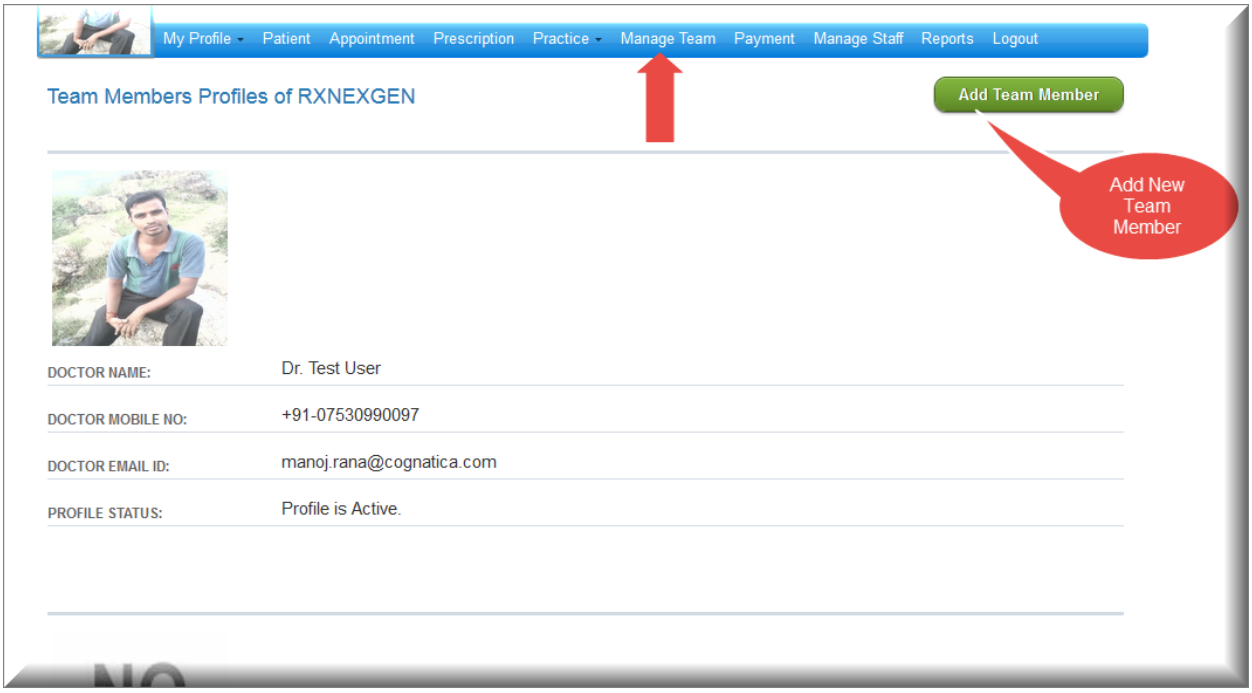
- Following Screen will show to all dues for cases of all patients in your clinic.



COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

6. *Manage Team/Consultants*

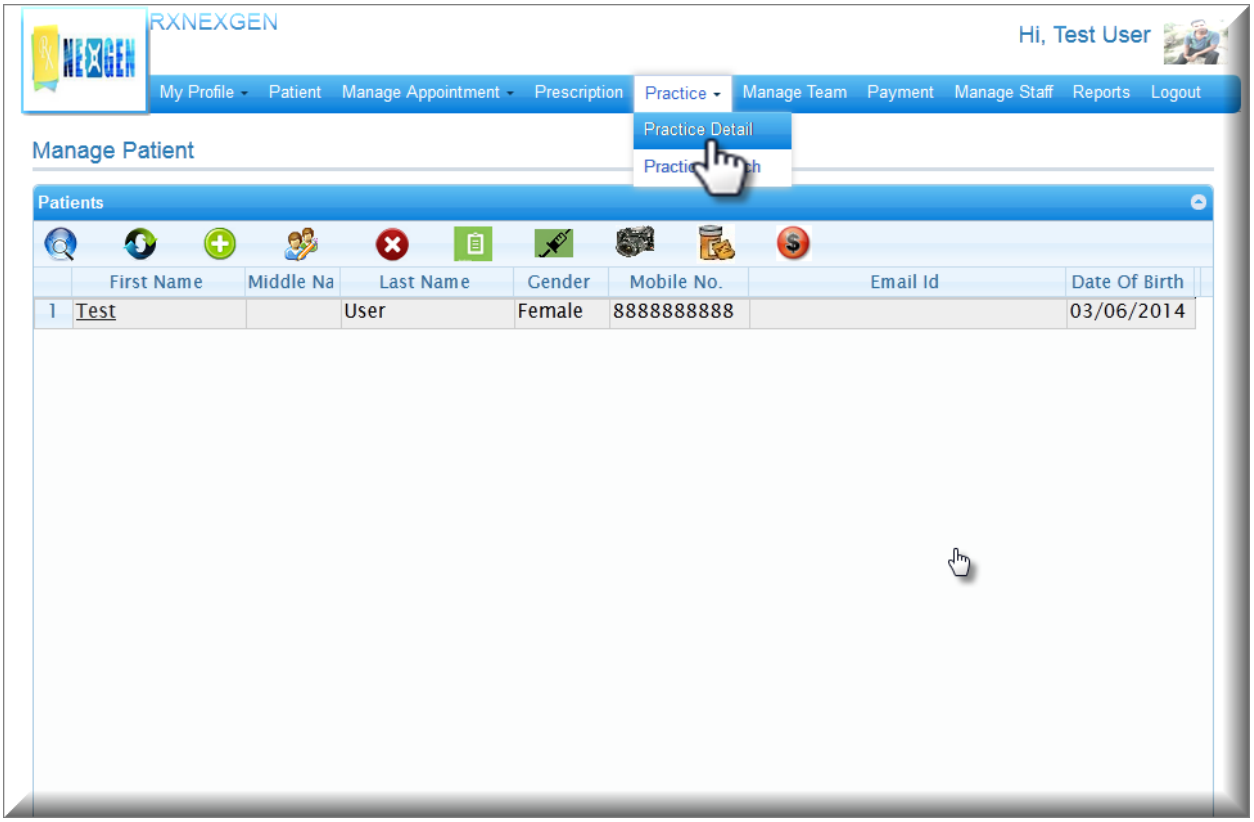
- Add consultants of your clinics to manage your team. If you are not able to see this link, write us on info@rxnexgen.com , we will set you as Clinic owner in the system.



COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

7. *Manage Practice –*

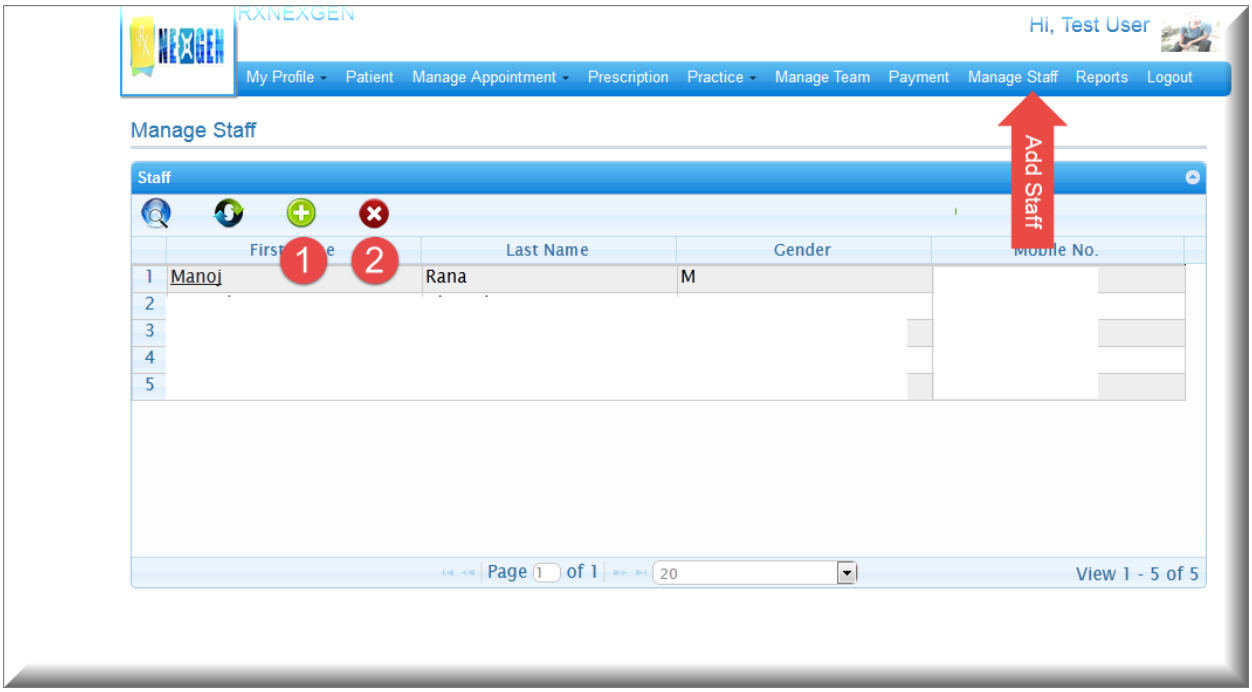
Go to Practice >> Practice Details to Add/Edit Clinics.



COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

8. *Manage Staff*

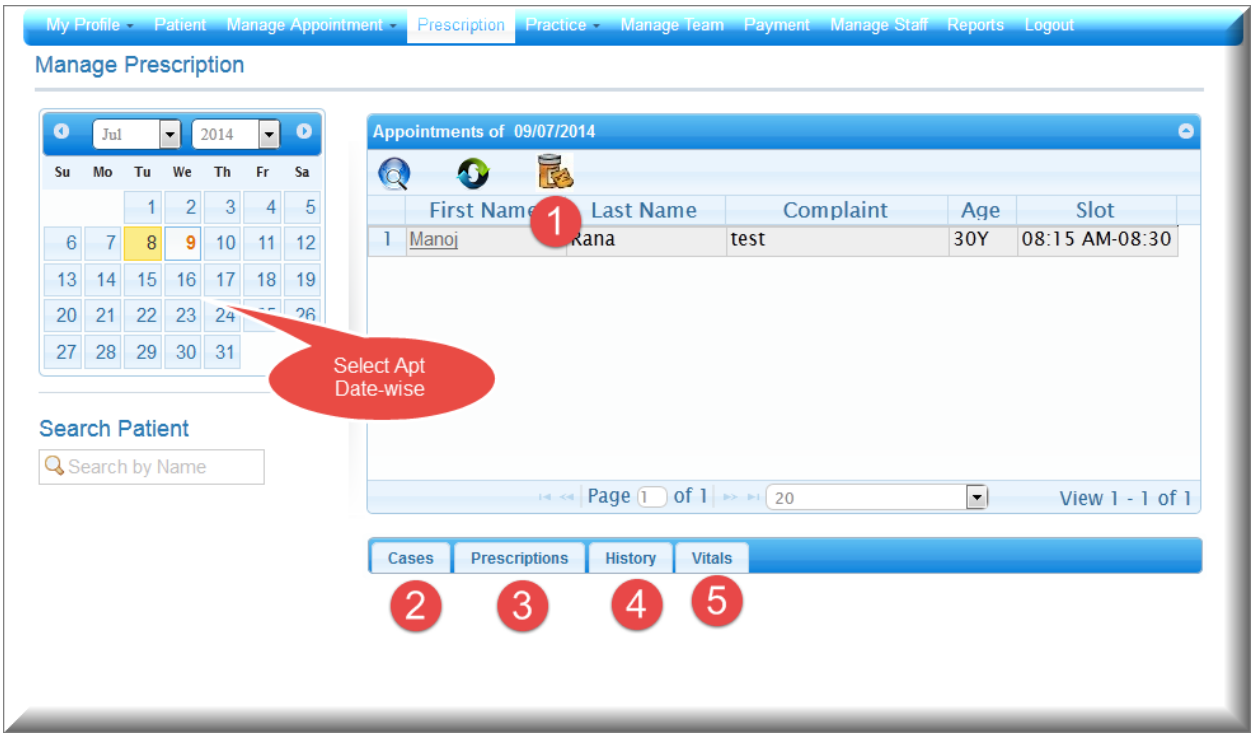
- If you have receptionist who can handle Add Patient and Appointment booking, make him/her user of the system by opening a manage staff feature. Provide userid/password to staff to operate the system



COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

9. *e-Prescription*

- Using this feature, digital prescription can be generated and all medical records of your patients will be with you – Anywhere/Anytime.

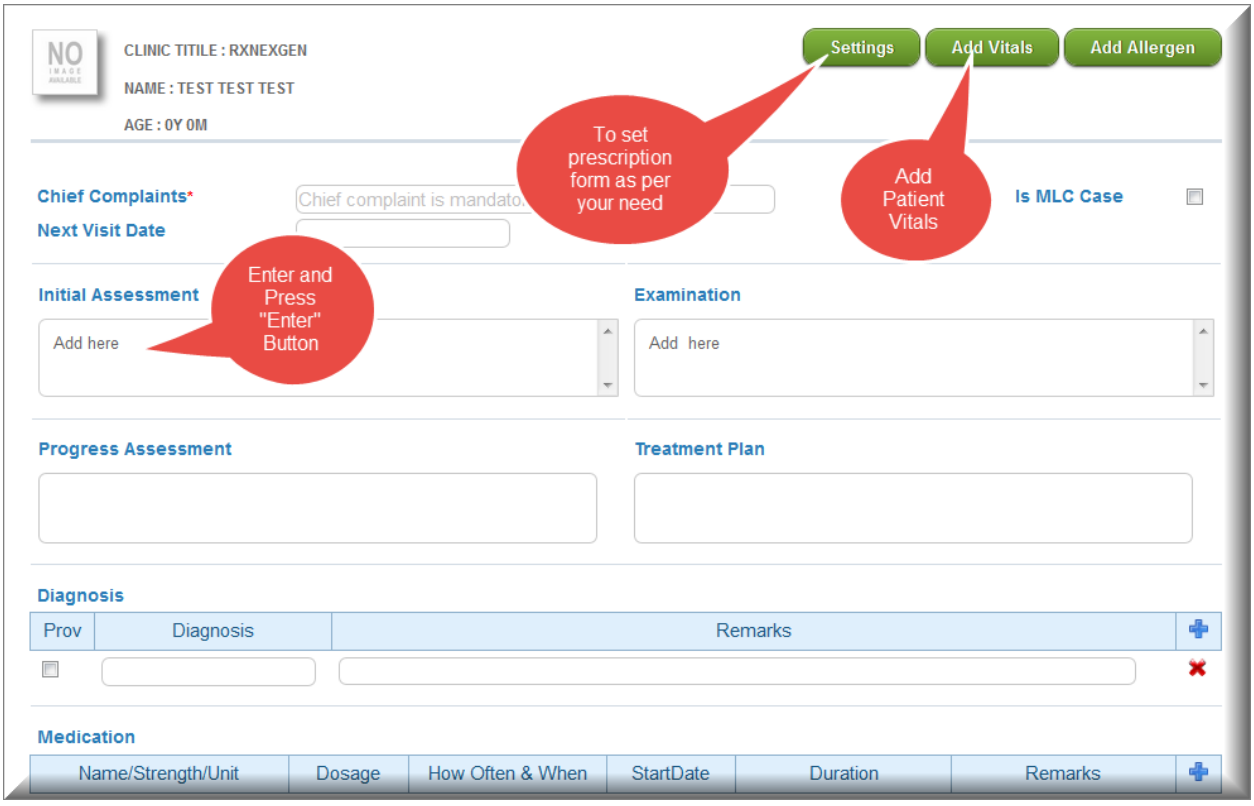


1	Click to open form to generate e-Prescription. A autofill feature is provided wherever possible to save time on e-Prescription form to save time. If you have specific medication, investigation and procedure list, that should only come is auto fill suggestion, please send list to info@rxnexgen.com. We will upload that list against your profile.
2	*Select an appointment from Grid and Click on Cases tab, to see all cases of that selected patient.*
3	*Select an appointment from Grid and Click on Prescription tab, to see all prescription of that selected patient.*

COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

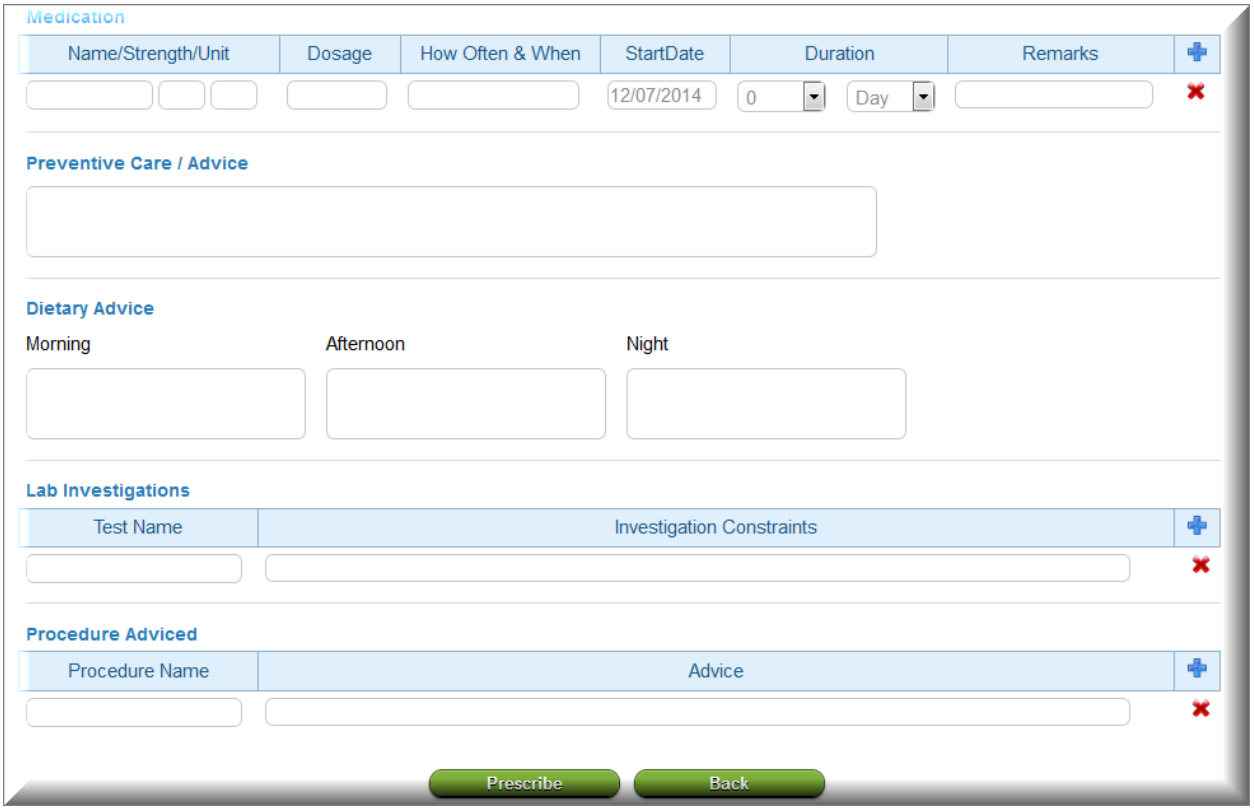
4	*Select an appointment from Grid and Click on History tab, to see allergen and condition detail.*
5	*Select an appointment from Grid and Click on Vital tab, to see all vital history of that selected patient.*

- Select Appointment Row and click on to generate e-Prescription –



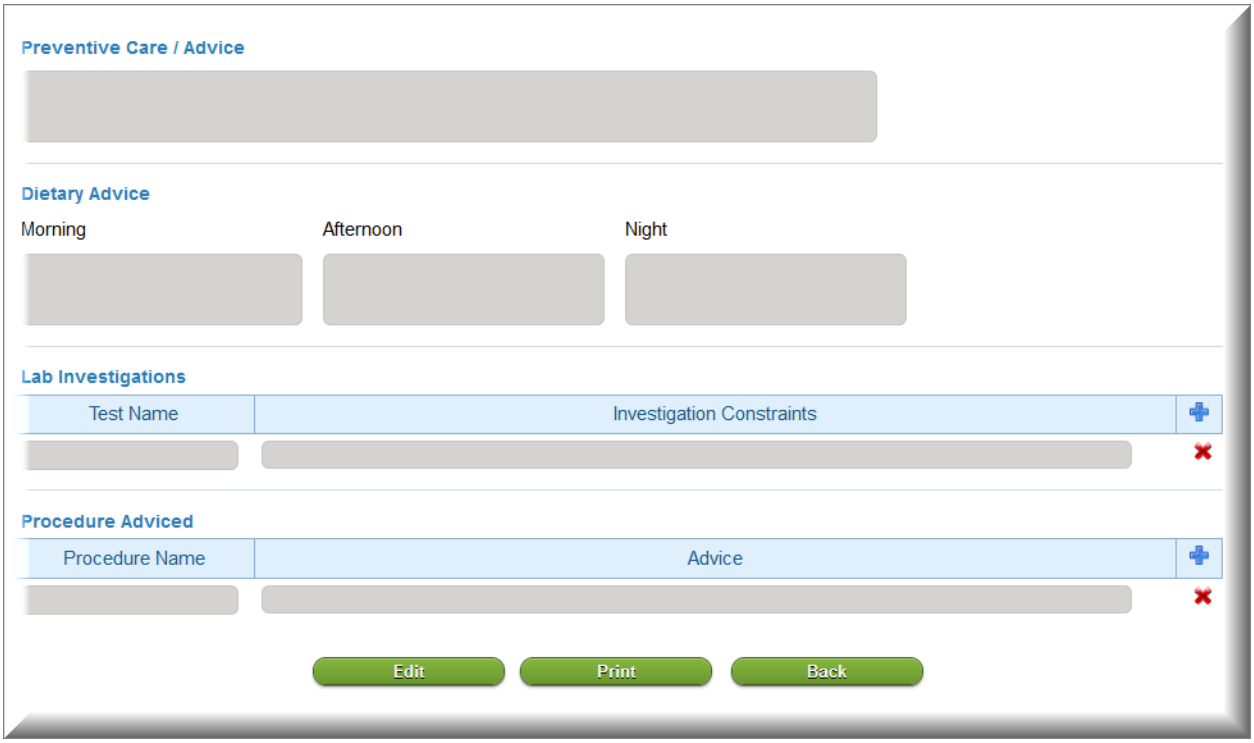
COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

Prescription form continued..



COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

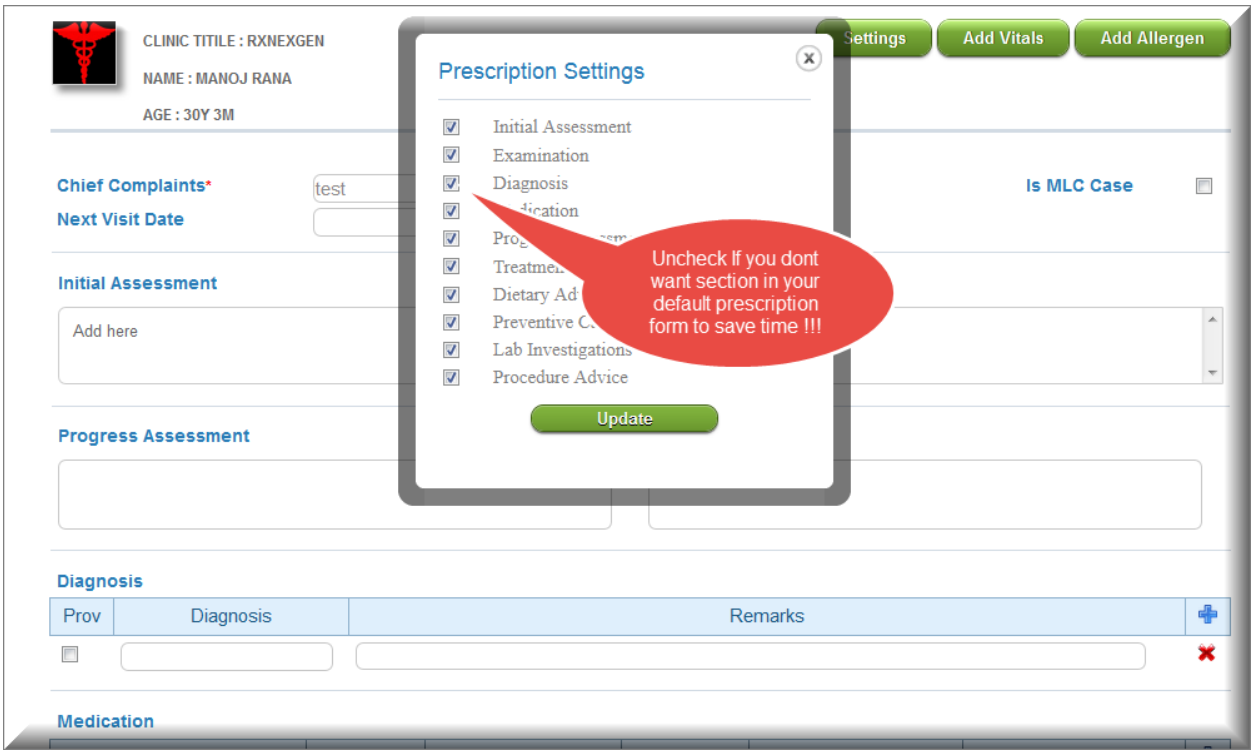
- Click **Prescribe** and then **Print** to generate Prescription. You can set the margin of your prescription based on your Prescription Page Header/Footer from My Profile >> Manage Preferences



COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

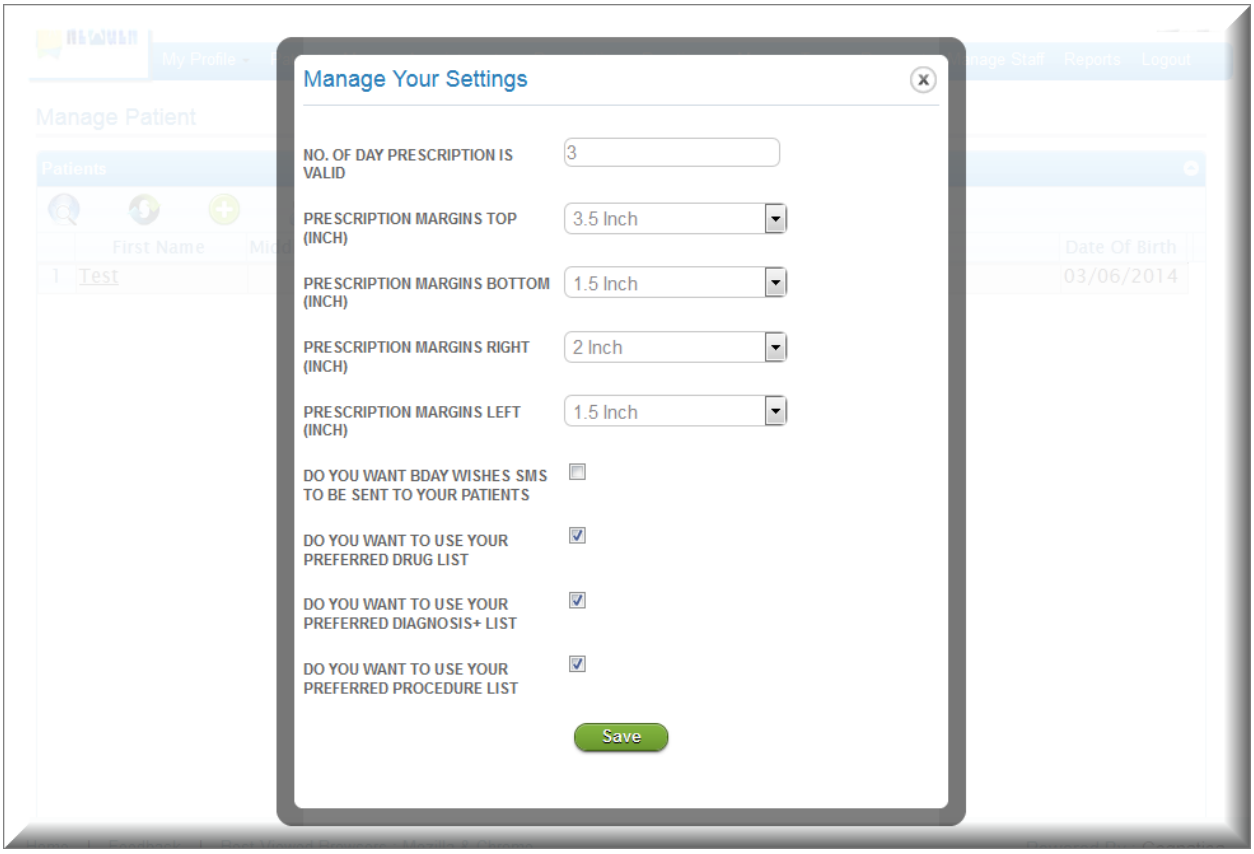
10. Manage Preferences

- Manage Prescription form settings.



COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.

Go to My Profile >> Manage Preferences


Manage Your Settings
NO. OF DAY PRESCRIPTION IS VALID
3
PRESCRIPTION MARGINS TOP (INCH)
3.5 Inch
PRESCRIPTION MARGINS BOTTOM (INCH)
1.5 Inch
PRESCRIPTION MARGINS RIGHT (INCH)
2 Inch
PRESCRIPTION MARGINS LEFT (INCH)
1.5 Inch
DO YOU WANT BDAY WISHES SMS TO BE SENT TO YOUR PATIENTS
DO YOU WANT TO USE YOUR PREFERRED DRUG LIST
DO YOU WANT TO USE YOUR PREFERRED DIAGNOSIS+ LIST
DO YOU WANT TO USE YOUR PREFERRED PROCEDURE LIST
Save

COGNATICA CONFIDENTIAL - THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION THAT IS THE PROPERTY OF COGNATICA LABS PVT LIMITED. NEITHER THIS DOCUMENT NOR THE INFORMATION HEREIN MAY BE REPRODUCED, USED, OR DISCLOSED TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF COGNATICA LABS PVT LIMITED.